

<div>横須賀基地空席広報</div> <div>VACANCY ANNOUNCEMENT</div> <div>Amendment</div>		<div>広報番号 : Announcement No.</div> <div>DODEA-BES-01-06(R)(A)</div>
		<div>募集締切日: Closing Date</div> <div>22 Feb 06 1st Cut Off: 8 Feb 06</div>
		<div>発行日: Date of Issue</div> <div>26 Jan 06</div>
<div>職種名 Job title (等級 Grade 6 / 語学等級 LAD 3)</div> <div>Japanese Culture and Language Teacher #477-6</div> <div>受諾可能な下位等級 Acceptable Trainee Level: 1-5</div> <div><div><input checked="" type="checkbox"/> 事務系 Administrative</div><div><input type="checkbox"/> 技能系 Blue Collar Trade</div><div><input type="checkbox"/> 保安系 Security</div><div><input type="checkbox"/> 医療系 Medical</div></div>	<div>募集人数 No. of Recruitment</div> <div>1 名</div>	<div>4.募集範囲 Area of Consideration</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</div> <div><input checked="" type="checkbox"/> 外部 Off Base Applicant</div>
<div>2.部隊 Activity</div> <div>DODEA R. E. Byrd Elementary School</div> <div>勤務場所 Working Place: Yokohama, Negishi Housing Area</div>		<div>5.雇用の種類 Type of Employment</div> <div><input checked="" type="checkbox"/> MLC</div> <div><input type="checkbox"/> IHA <input type="checkbox"/> HPT</div> <div><input checked="" type="checkbox"/> 常用 Permanent</div> <div><input type="checkbox"/> 限定 Limited Term (__ カ月 Months)</div>
<div>3.勤務時間 Work Schedule (週 20 時間制/20 hrs/week)</div> <div>勤務日 Work Days: Mon, Tue and Thu</div> <div>勤務時間・休憩 Work Hours/7:30-16:15 (Mon & Tue), 7:30-11:30 (Thu) Recess Period/ 11:15-12:00 (Mon & Tue)</div> <div><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel</div>		
<div>6.職務内容 Duties</div> <div>See attached sheet.</div>		
<div>7.資格要件／身体条件 Qualification/Physical Requirement</div> <div>1. Must have a 4-year college or university degree AND Teacher's Certification in any subject AND one year (equivalent to full time) teaching experience * OR* possession of Masters Degree in related to Education will substitute for experience.</div> <div>2. Knowledge of teaching principles, practices and techniques to appropriate to the subject matter and grade level of assignment.</div> <div>3. Ability to independently develop lesson plans and daily class schedule within the framework of DoDDS-approved curriculum objectives.</div> <div>4. Ability to establish and maintain open, effective communications with staff, students and parents.</div> <div>5. Skill in translating Japanese books, magazines, and other printed materials including stories and/or fairytales into appropriate grade level English.</div> <div>6. Skill in developing curriculum guide and audiovisual materials.</div> <div>7. Skill related to Japanese Culture (Soroban, Calligraphy, Origami etc.).</div> <div>*An applicant who does not have 1 year of full time work experience may be considered at a lower grade level as below.</div> <div>1-5: Completion of 4-years college/university in related filed AND possession of Teacher's Certification.</div> <div>* Handicapped applicants may be accepted, depending on the degree and kind of disability.</div>		
<div>英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional</div>		
<div>学歴 Educational Background:</div>		<div>免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7&8</div>

<div>8.提出するもの Application and Associated Documents</div>		<div>職務状況 Working Condition</div>
<div>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil</div> <div>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form 1) http://hro.cnfj.navy.mil</div> <div>*の記入は Complete* in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</div> <div><input checked="" type="checkbox"/> 修了証/ 証明書の写し Copy of certificate for completing college or university</div> <div><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</div> <div><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12 cm x 23.5 cm) 12 cm x 23.5 cm envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)</div>		
<div>問い合わせ先 for Job Inquiries</div>	<div>提出先 Office to Submit</div>	<div>事務処理欄 For Official Use</div>
<div>☞ 担当部署／担当者名 POC Office/POC: Ryuuji Saitoh</div>	<div>〒238-0001 神奈川県横須賀市泊町 1 番地、Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO)</div>	<div>PD No.: DODEA-BES-005</div> <div>PD is accurate and current. Certified by Activity:</div>

R. E. Byrd Elementary School ☎045-281-4815 242-4815 DSN	COMNAVFORJAPAN, HRO Yokosuka JN Employment/Classification Division (N132) ☎046-816-8152 (内線/Extension 243-8152)	HRO: yk 1/6 yk 2/9 jo 2/9
------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------	---------------------------

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.
提出された応募書類はお返ししません Submitted applications will not be returned.

Task list for

Independently develops lesson plans and daily classwork schedule within the framework of DoDDS-approved curriculum objectives. Ensures coverage of subject material within the time frame to the subject matter and grade level of assignment. Uses varied instructional techniques to meet student needs. Develops and administers a system of assessment to evaluate student progress. Uses other appropriate diagnostic tests to determine student progress. Collects and records necessary data for a systematic report of student progress. Provides accurate feedback to students and parents about student programs. Maintains all required records accurately and in an up-to-date manner. Participates in Dodds testing programs as required.

Establishes and maintains open, effective communications with: staff, students and parents. Counsels individual students about their culture programs with respect to students academic and social goals. Independently initiates meetings with appropriate resource personnel on behalf of students. Participates on school committees as required. Refers behavioral problems to the guidance counselor and/or principal in accordance with local policy and procedure. Coordinates with school counselor, social worker, and/or school psychologist in determining and resolving learning and behavioral problems of students. Identifies students who need supplementary and special instructional services and refers them to the appropriate resource personnel.

Besides the normal teaching responsibilities, establishes or renews a curriculum guide, selects textbooks, audiovisual materials, etc. through the culture teachers staff members meeting. Translates books, magazines, and other necessary printed materials including stories and or fairytales when necessary. Contacts the office of off-base local communities such as local governments, cultural, historical, educational facilities, and arranges a field trip guide (normally every three years), for American homeroom teachers. Takes his or her students on many field trips to various sites for one day or overnight field trips in accordance with Japanese culture curriculum. Acts as a liaison person and a translator for visitors. Plans and arranges demonstration by the host nation people as a special activity each year for the whole school body. Coordinates exchange programs between the school and Japanese schools.

Performs other related or incidental duties as assigned.